

Job Title: Accounting Clerk – Payroll/Accounts Receivable

I. Job Purpose:

Describe the job in terms of organizational objectives. Describe why the job is necessary and how it fills organizational needs.

This position is responsible for performing accounts receivable and payroll functions in accordance with generally accepted accounting principles and COIC policies. Works under direct supervision of the Operations Director.

II. Duties, Tasks and Responsibilities:

These are the major job duties, listed in priority order, including the percentage of time estimated for each duty. Management reserves the right to add, modify or delete duties as it deems necessary at any time.

1. Prepare and distribute monthly salary and hourly payroll and summer bi-monthly payroll. (30%)
2. Prepare complete, timely, and accurate payroll reports including but not limited to required federal and state tax reports, workers compensation premium reporting, and PERS reporting, and W-2's. Assure timely submission for all employee payroll deductions, and required tax deposits. (20%)
2. Prepare monthly billings and maintain accounts receivable ledger. (20%)
3. Maintain systematic payroll employee and report files. (10%)
4. Assists with maintenance of fixed asset inventory. (2%)
5. Calculate and prepare employee fringe benefit data. (2%)
6. Prepare and input payroll fringe benefit journal entries. (2%)
7. Maintain concise written accounting procedures. (2%)
8. Assist other fiscal and administrative staff members as necessary. (12%)

III. Skills, Knowledge and Abilities:

Specifically describe the knowledge requirements of each skill. These are the requirements to perform the job duties.

Knowledge of and experience with payroll, preferably in an organization similar in size and complexity to COIC, including the ability to interpret, apply and implement federal and state laws and regulations, and COIC personnel policies, as they specifically relate to payroll. Payroll experience in a public sector environment a plus.

Knowledge of basic office procedures, machines, practices and business English.

Adaptability, integrity, tact, dependability, self directed with ability to work independently under pressure with a high level of accuracy.

Ability to utilize systematic procedures to assure accurate financial accounting and perform detailed work involving numerical and written data.

Ability to utilize 10 key calculator by touch.

Computer experience in utilizing MAS 90 full cycle accounting software, excel spreadsheet and word processing programs.

IV. Qualifications:

Education and/or equivalent work experience are necessary to perform this job. Certain business traits are necessary for each job and are stated here.

High School graduate or equivalent plus two years of work experience in related field or the equivalent combination of education and experience in related field may be substituted.

Must be bondable.

Valid drivers license and access to private vehicle or equivalent means of transportation.

Must maintain client and agency confidentiality.

Must have the ability to communicate and interact positively.

Must have the ability to work as part of a team.

Must pass a criminal and driving background check.

V. Fair Labor Standards Classification:

The FLSA of 1938, as amended, covers overtime pay requirements, among other issues. This classification relates to eligibility for overtime payments.

This is a non-exempt position.

Date: November 2, 2007

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____